

Program Coordinator

\$29,120

Closing date: August 12, 2005 – 5:00pm



The Atlanta Fire Rescue Department is currently in the process of implementing the Atlanta Citizens Emergency Response Team (ACERT) Program. The purpose of the ACERT program is to train and prepare citizens and workers of Atlanta on surviving in the event of a natural or man-made disaster.

The department is currently seeking a Program Coordinator. Personnel interested in the position should submit a cover letter and resume. The selection process will consist of two phases, a structured interview and evaluation of the resume, which includes the following:

- a. Employment and educational experience
- b. Personnel supervision experience
- c. Community service, projects, and program involvements
- d. Budget preparation and administration experience

The duties and responsibilities are as follows:

- Must commit to 16 hours per week, for a one (1) year period.
- Organize and implement the program.
- Advise and coordinate the ACERT instructors and classes.
- Complete and maintain all documentation and Federal-related correspondence.
- Ensure conformance to federal and city regulations.
- Market the program and seek future funding sources.

Employees related to any member of the selection committee are prohibited from participating in the recruiting process. Interested personnel should submit information to:

**Atlanta Fire Rescue Department
Human Resource Department
675 Ponce De Leon Avenue
Atlanta, Georgia 30308
ATTN: Chief Wilmond Meadows**